



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 04/26/2016	Employee Requisition Number ER-16146	JOB OPPORTUNITY	
Title/Position: DIRECTOR			
Pay Grade MG 7	Salary Range \$51,188-66,809	Classification Management	
Department: ELDERLY NUTRITION	Location: Okmulgee	Location Code: 901	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The purpose of the position is to provide administrative support and direction to the Elderly Nutrition Program (ENP) and its employees at the nutritional centers located within the Muscogee (Creek) Nation. This position will be responsible for direction and management of the Elderly Nutrition Program including planning, designing, establishing and evaluating the program and providing policy guidance, coordination and technical assistance.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Supervise and direct ENP employees2. Ensure that planning services are in compliance with all funding agencies guidelines/regulations3. Develop menus and evaluates food served for conformance to quality standards and dietary prescription4. Oversee program design for the development of the dietetic staff5. Develop program plans, adapting objectives that are flexible to changing program needs6. Assures that all required reports and data are provided to all parties in a timely manner
Minimum Requirements:	Bachelors Degree in Food Service Nutrition, Dietetics or related field and four (4) years of relevant work experience
Preferred Requirements:	Masters Degree in Food Services Nutrition, Dietetics or related field and six (6) years of relevant work experience
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.